

SCOPE OF RECORDS PROGRAM

RECORDS CREATION

1. Number of Agency forms today \_\_\_\_\_.
2. Other-Agency documents DDI/CRS receives annually \_\_\_\_\_.
3. Cables transmitted by Cable Secretariat annually \_\_\_\_\_.

FILES MAINTENANCE

1. Volume of records in Agency Offices \_\_\_\_\_ cu. ft.
2. Cost of a 4-drawer Safe \$ \_\_\_\_\_. Safes in use \_\_\_\_\_.
3. Vital Record documents deposited last year \_\_\_\_\_.

RECORDS DISPOSITION

1. Volume of records now in the Records Center \_\_\_\_\_ cu. ft.
2. Reels of Microfilm in the Records Center \_\_\_\_\_.
3. Obsolete Files destroyed in last Fiscal Year \_\_\_\_\_ cu. ft.